MEMORANDIA FOR: Deputy Director for Support

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SUBJECT : Office of Personnel Report - Week Ending 2 February 1968

injured in Victuan on 31 January 1968 and was evacuated to the 9th Army
Field Hospital. A cable received on 2 February 1968 indicated that
recovering and is in good spirits. He has been surfaced as

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- 2. <u>Mandling of Vietnam Casualties</u>: Chief, Benefits and Services Division net on 2 February 1.68 with representatives of Cover, Security, and Far East Division for the purpose of reviewing together our reaction, response, and handling of casualties which may be reported from Vietnam. During the course of this meeting, we reviewed our respective responsibilities and agreed to ensure that each office would be ready regardless of the time of day to take necessary action under the leadership of the Office of Personnel. We have exchanged names of officers and telephone numbers including alternate names in the event the principal is not available or is otherwise occupied.

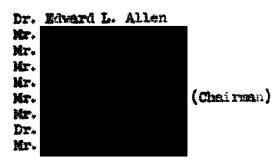
 had been invited to the meeting but could not attend. He was briefed separately and will be included in the coordinated action taken in the event a casualty is reported.
- 3. Advance Staffing Plan: Computations have been completed and the working decuments developed for the Advance Staffing Plan for Fiscal Year 1969. The ASP is now in the hands of various Directorate officials for their review and other action by the components within the Directorates.

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4. Recruitment Seminar: On 29, 30, and 31 January a study group met at Headquarters to review present recruiting methods and determine whether there might be other procedures or additional steps which can be taken to facilitate continued recruiter access to high-quality prospects. The following individuals participated:

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All participants considered the exercise very worthwhile. Chief, Recruitment Division is writing a report of the findings and recommendations.

5. Special Follow-up Report - Visit to West Florida University: On il January 1968, Mr. Met with Mr. John Sherrill, Coordinator of Cooperative Education at the University of West Florida for a visit to this new campus and discussions with the Vice Presidents for Academic Affairs and Administration, department heads and faculty members about our Cooperative Education Program.

West Florida is new to the Florida State System (September 1967) and restricts its students to those at the junior and senior level. The university is establishing an impressive Computer and Systems Operations program as well as mathematics, physics and chemistry programs. While some of the faculty are not completely sold on the cooperative education system, Professor Robert Littleton, Head of the Computer Services Department asked if it would be possible

to have a speaker from our Computer Services Office to talk with his students.

He is most anxious to place some of his students with us. Mr. 25X1A

will take up this matter of a speaker with OCS officials.

6. Summer Intern Program: During the week of 2) January 1,68,

and two representatives from National Photographic Interpretation Center visited the Photographic School of the Rochester Institute of Technology and not with a total of 23 Summer Intern candidates. This group discussion was followed by individual interviews with 15 of the students -- 10 of whom received Personal History Statement force to complete and send to us.

In addition we offered full-time employment to three RIT seniors who have served with us in the past as Summer Interns in MPIC.

7. <u>Credit Union Statements</u>: Credit Union Quarterly Statements were distributed to Headquarters employees during the week of 27 January.

Vs/ Robert S. Wattles

Robert S. Wattles Director of Personnel

Distribution:

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